



DEPARTMENT OF PERSONNEL

Organizational & Employee Development Services

SHRM Essentials of HR Management

01-16-HR69

The **SHRM Essentials of HR Management** is an introductory course offering a complete overview of human resource roles and responsibilities. You'll gain practical HR knowledge and skills to improve HR job performance. Come join your colleagues in this **new** 2-day workshop as you build a solid foundation in human resource management and increase your HR knowledge and effectiveness.

This workshop covers real-life HR issues and current vital topics including: employment law, selecting qualified employees, compensation, orientation and training, and the performance-management process. Learn techniques for effectively handling daily HR and people-management challenges.

Key Learning Points:

- Promote a consistent understanding of the HR function
- Gain critical knowledge to help reduce potentially costly lawsuits
- Enhance your ability to handle challenging HR issues

NOTE: SHRM issues a "Certificate of Completion" when you successfully pass a web based post test with a score of 80% or better.

Audience: New or experienced HR professionals interested in learning more about human resource management, or those interested in the HR field.

When: December 14 & 15, 2009 ~ 8:00 am – 4:30 pm

Where: Department of Personnel; 600 S. Franklin; Olympia 98504

Cost: \$310 includes course materials

This is an introductory price – we encourage you to take advantage of this offer.

Course Code: 01-16-HR69

Registration: Please follow your agency's registration procedure.

Questions: Contact Susan George at 360.664.1965 or SusanG@dop.wa.gov